

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, December 12, 2014 – 2:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, Millan, Platner, Price (2:24), Queen, Troyk, Tuckwell

Members Absent: Peterson; Ritchie (excused), Teichmiller (excused)

Call Meeting to Order: In the absence of Chair Teichmiller, Vice-Chair Millan called the meeting to order at 2:00 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Jennifer Lueneburg, Oneida County Social Services Finances Services Manager.

Public Comment & Introductions: There were none.

Approve of the Agenda: Cushing moved to approve the agenda with fifteen items; Bix seconded. All Ayes. Motion Carried.

Approval of the Minutes of the November 12, 2014 Board of Directors Meeting: Queen moved to approve the minutes of the November 12, 2014 Board of Directors meeting; Hammer seconded. All Ayes. Motion Carried.

Consent Agenda: Cushing moved to approve the Consent Agenda (October 2014 Revenue/Expense Report; October 2014 Transaction Activity Report; 2013/2014 Federal & State GPR Comparison) as presented; Hammer seconded. All Ayes. Motion Carried.

2015 Budget: The ADRC-NW Board previously had given the Finance Committee authority to make the needed adjustments to the 2015 Budget to ensure that the necessary Time Reporting Percentage would not exceed 38%. The Finance Committee met on December 2, 2014 and cut \$25,142 from the budget, bringing the needed Time Reporting Percentage to 37.98%. It was decided to begin the budget process for the 2016 budget much earlier to ensure better control and consistency.

Auditor's Report: After discussion, Cushing moved to put the 2013 Auditor's Report on file; Queen seconded. All Ayes. Motion Carried.

Equipment Quotes: The Medford office has dual monitors so that customers can view updates to their records by staff on a real-time basis. This is very popular with customers. Parkkila is requesting \$3,000 to set up dual monitor swing arms in all the ADRC-NW offices. This would require nine pieces of equipment. Hammer moved to approve the purchase of nine swing arms so that each office has dual monitor capabilities, the amount not to exceed \$3,000. Queen seconded. All Ayes. Motion Carried.

Elect New Officers: Chair: Cushing nominated Paul Millan for Chair; Platner seconded. Krug nominated Ted Cushing; Troyk seconded. Cushing declined the nomination. Cushing moved to close the nominations and cast a unanimous ballot for Millan for Chair. All Ayes. Millan was elected Chair of the Aging & Disability Resource Center of the Northwoods Board of Directors. Vice-Chair: Bix nominated Ted Cushing for Vice-Chair; Troyk seconded. Krug moved to close the nominations and case a unanimous ballot for Cushing for Vice-Chair. All Ayes. Cushing was elected Vice-Chair of the Aging & Disability Resource Center of the Northwoods Board of Directors. Cushing nominated Bix for Secretary; Troyk seconded. Korten Hof moved to close the nominations and cast a unanimous ballot for Bix for Secretary. All Ayes. Bix was elected Secretary of the Aging & Disability Resource Center of the Northwoods Board of Directors.

Annual Calendar: Parkkila presented the Annual Calendar for 2015. Gresser moved to approve the Annual Calendar as presented subject to modification as circumstances require; Korten Hof seconded. All Ayes. Motion Carried.

Regional Managers Report: 1) The Web site is getting done. Most of the pages are operational with only minor tweaking required. Content is being added on a regular basis so that by January the site should be fully functional. 2) The new telephone system should be up and running by December 17th. 3) The MOUs for Vilas, Oneida, and Forest Counties have been completed and will be identical except for 2015 being substituted for 2014. 4) The staff had a retreat with Buck Rhyme, and Parkkila feels it was very beneficial. 4) The Annual Report to the Office of Resource Center Development (ORCD) has been submitted. 5) The DASHBOARD statistical report will start up again in January. 6) Management and staff are looking forward to a banner year in 2015.

Board Members Report Community Feedback: Millan reported that the Forest County Commission on Aging Director is retiring, and the County is looking at combining the Commission with the Aging & Disability Resource Center. The State of Wisconsin Joint Finance Committee has approved the entry of the northeast counties into Family Care. That leaves only eight counties in the state not in Family Care – including the four counties of the ADRC-NW.

Future Agenda Items: Orientation manual, Board Member Term Extensions; Discussion on Family Care

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be held on Friday, January 9, 2015 at 2:00 P.M. It will be held in Rhineland.

Adjournment: With no further business, Cushing moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 2:59 P.M.

Handouts: Minutes of the November 12, 2014 Board of Directors meeting; October 2014 Revenue/Expense Report; October 2014 Transaction Activity Report; 2013/2014 Federal & State GPR Comparison.